

TAU BETA PI OFFICER MEETING

MINUTES

AUGUST 21, 2016

2:30 P.M.

EDWARDS CONFERENCE ROOM
(FIEDLER 1094)

ATTENDEES	Caroline Rose Kabus	President	ckabus@ksu.edu	785.215.7902
	Damian Anton Cyr	Vice President	dcyr@ksu.edu	785.275.2350
	Keith Daniel Huddleston	Recording Secretary	kdhuddle@k-state.edu	785.927.0265
	Mitchell Scott Fowler	Corresponding Secretary	mfowler2014@ksu.edu	913.235.6180
	Nathan Taylor Robertson	Membership Coordinator	tracer@ksu.edu	913.481.1485
	Peter Lemoine Jensen	Membership Coordinator Elect	plj1002@ksu.edu	620.217.0172
	Abigail Faye Hilliard	Media Coordinator	abbieh@ksu.edu	913.704.8272
	Anna Kucera	Media Coordinator Elect	akucera@k-state.edu	913.568.3930
	Ryan Cooper	Engineering Futures	rcooper@k-state.edu	913.748.1509
	Ethan Mark Linden	Awards Chair	lindene@k-state.edu	620.282.3198
	McKenzie Renee Hine	Signage/Display Coordinator	mrhine@k-state.edu	913.748.7742
	Levi Charles Hefner	Alumni Chair	levihefner@ksu.edu	785.953.0754
	Asst. Dean Andrew D Fund	Advisor	andyfund@ksu.edu	

Agenda Topics

SCHEDULE

DISCUSSION	Brief layout of the semester's organization goals and dates
CONCLUSIONS	As it stands the dates will remain as listed on schedule, several event times have been altered. Please see attached semester schedule. Let Caroline know if any of these dates pose a potential problem.

ENGINEERING STUDENT ORGANIZATION FAIR

DISCUSSION	Volunteers needed for fair. Friday 1pm-4pm, Engineering Hall Atrium.	
CONCLUSIONS	We will hand out certificates and pins at the activity fair to the previous semester's initiates and also promote TBP to any potential new members. Caroline has a box labeled in the TBP cabinet with all the supplies needed for the fair.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Volunteers selected for Friday 1-4pm in engineering hall atrium	Damian Cyr to set up, Levi Hefner, Caroline Kabus and Mckenzie Hine to help as available.	N/A

PROSPECTIVE MEMBER PERSONAL MEETINGS AND REVIEWS

DISCUSSION	New suggestions for the personal meetings were brought up. They includes, the method of "speed dating" in which the meetings would be extremely brief, under one minute. Also the idea came up of doing the meetings all in one night.
CONCLUSIONS	30 second "Speed dating" was not endorsed, and does not allow for time for the interviewer to get a feel for the prospective member's character. Instead we decided to spend a minimum of 5 minutes with each initiate and a minimum of each initiate to meet three executive officers/advisers. The meetings will occur on one night, Tuesday, September 27 starting at 5:30pm.

Meeting ended at 3:20. - Keith Huddleston, Recording Secretary

See following pages for:

- Updated schedule
- Semester committee Assignments

TBP Officers Fall 2016 Contact Information			
Name	Position	Email	Phone Number
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Jay Alexander Disberger	Treasurer	jayo777@ksu.edu	970.815.8590
[TBD at December Elections]	Treasurer Elect		
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Asst. Dean Andrew D Fund	Advisor	andyfund@ksu.edu	785.532.5592 (office)
Dr. Lisa Wilken	Advisor	lwilken@ksu.edu	

Committees	
<u>Community Service</u> ▷ Vice President ▷ Vice President Elect ▷ Recording Secretary	Action Items ▷ Begin planning for two community service projects (select dates)
<u>Membership</u> ▷ Membership Coordinator ▷ Membership Coor. Elect ▷ Corresponding Secretary ▷ Corr. Secretary Elect ▷ Alumni Chair	Action Items ▷ Get list from Dr. Dringenberg ▷ Begin preparing letters and labels (by 8/26/16)
<u>Convention</u> ▷ President ▷ Vice President	Action Items ▷ Travel Plans Submitted
<u>Events</u> ▷ Events ▷ Treasurer ▷ Editor ▷ Media ▷ Media Elect ▷ Awards ▷ Engineering Futures ▷ Signage/Display Coordinator	Action Items ▷ Begin planning Engineering Futures ▷ Begin planning General Body ▷ Begin planning Initiation Kick-off ▷ Begin planning Orientation Session ▷ Begin planning election event



Date	Activity	Location and Time	Responsible Party
Friday, August 26	Week 1 Executive Meeting Stuff Parent Envelopes	9:30AM Rathbone 1044	Membership coordinator, Nathan + ALL
Friday, August 26	Engineering Student Organization Fair Hand out Pins and Certificates to last semester's initiates.	1:00-4:00 p.m. Engineering Hall Atrium	ALL (two volunteers)
Monday, August 29	Send 1st Letter to Parents Email 1st Letter to Students		Membership coordinator, Nathan
Friday, September 2	Week 2 Executive Meeting	9:30AM Edwards Conf. Room	
Thursday, September 1	Submit Convention Travel Plans	Online	Caroline and Damian
Tuesday, September 6	General Body Meeting Invite new initiates Present new membership stats and advisers	5:30 PM	ALL
Friday, September 9	Week 3 Executive Meeting	9:30AM Edwards Conf. Room	
Due before September 16	Send Report of Eligibility		Mitchel
Friday, September 16	Week 4 Executive Meeting	9:30AM Edwards Conf. Room	
Tuesday, September 20	Initiation Kickoff meeting	5:30 PM	ALL
Friday, September 23	Week 5 Executive Meeting	9:30AM Edwards Conf. Room	
Tuesday, September 27	Prospective member personal meetings, and review	5:30pm-(9pm?)	ALL
Friday, September 30	Week 6 Executive Meeting	9:30AM Edwards Conf. Room	
Tuesday, October 4th	Prospective Member Orientation (Pizza/Signature Books)	6:00 PM	ALL + Invite Faculty TBP Alumni
Thursday October 6th - Saturday October 8th	TBP National Conference	San Diego, CA	
Friday, October 7	Week 7 Executive Meeting	9:30AM Edwards Conf. Room	Caroline and Damian will be gone. Mitchell to run meeting?
Friday, October 14	Week 8 Executive Meeting	9:30AM Edwards Conf. Room	
Friday, October 21	Week 9 Executive Meeting	9:30AM Edwards Conf. Room	
Friday, October 28	Week 10 Executive Meeting	9:30AM Edwards Conf. Room	
Friday, November 4	Week 11 Executive Meeting	9:30AM Edwards Conf. Room	
Friday, November 11	Week 12 Executive Meeting	9:30AM Edwards Conf. Room	
?	Adopt-A-Highway Service Project	?	ALL
?	KS Hill Service Project	?	ALL
?	Engineering Futures	?	Engineering Futures Chair + ALL
November 14 - 18	Canned Food Drive		Vice President, Damian, and committee + ALL
Friday, November 18	Week 13 Executive Meeting	9:30AM Edwards Conf. Room	
Due before November 17 (two weeks before initiation)	Submit Election Report & Catalogue Card due date		Nathan, Mitchell + ALL
Friday, November 25	Week 14 [MEETING CANCELED]	9:30AM Edwards Conf. Room	
Thursday December 1	Initiation and Banquet	TBA 4:30PM-8PM	ALL
Friday, December 2	Week 15 Executive Meeting	9:30AM Edwards Conf. Room	
Tuesday, December 6th	Elections and Social	5pm Location TBA?	ALL + Plus Initiates
Friday, December 9	Week 16 Executive Meeting	9:30AM Edwards Conf. Room	
Due before December 15 (two weeks after initiation)	Submit Final Action Report Submit Roll Book Signatures Submit Report of Officer Election Submit Fees		Mitchell + ALL



TAU BETA PI OFFICER MEETING

MINUTES

AUGUST 26, 2016

9:30 P.M.

RATHBONE 1044

ATTENDEES	Caroline Rose Kabus	President	ckabus@ksu.edu	785.215.7902
	Damian Anton Cyr	Vice President	dcyr@ksu.edu	785.275.2350
	Keith Daniel Huddleston	Recording Secretary	kdhuddle@k-state.edu	785.927.0265
	Mitchell Scott Fowler	Corresponding Secretary	mfowler2014@ksu.edu	913.235.6180
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	Ryan Cooper	Engineering Futures	rcooper@k-state.edu	913.748.1509
	Ethan Mark Linden	Awards Chair	lindene@k-state.edu	620.282.3198
	Dr. Emily Ann Dringenberg	Advisor	dringenberg@k-state.edu	620.423.9072
Dr. Lisa Wilken	Advisor		lwilken@k-state.edu	

Agenda Topics

CONCRETE FOR KS HILL

DISCUSSION	Concrete and lime will need to be ordered. Affirmation that we have a place to store said supplies is needed as well. The idea to order double the amount needed was brought up, as well as the idea to gift away unneeded concrete from the previous years.	
CONCLUSIONS	If an adequate area for storing concrete is secured, then, double the amount of concrete will be ordered. Excess concrete will be offered to concrete lab.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Concrete and lime need ordered and respective persons need to be contacted	Caroline Kabus and Damian Cyr	N/A

ENGINEERING FUTURES DATE

DISCUSSION	A set date for the event was needed, October 1 st and 15 th were suggested. A room is needed for the event is needed as well.	
CONCLUSIONS	October 15 th will be the date of the Engineering Futures event. A room has yet to be decided	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
A room is needed for Engineering Futures	Ryan Cooper agreed to find the room.	N/A

REVIEW OF THE PROSPECTIVE MEMBER EMAIL LETTER

DISCUSSION	The prospective member email, by Nathan Robertson was reviewed.
CONCLUSIONS	Slight alterations were introduced and the email was approved.

Meeting ended at 10:00. - Keith Huddleston, Recording Secretary

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- Updated schedule
- Semester committee Assignments

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Dr. Lisa Wilken	Adviser	lwilken@ksu.edu	
Russell A Feldhausen	Adviser	russfeld@ksu.edu	

Committees	
<u>Community Service</u>	Action Items
▷ Vice President	▷ Continue planning community service events
▷ Vice President Elect	▷ _____
▷ Recording Secretary	
<u>Membership</u>	Action Items
▷ Membership Coordinator	▷ Finish preparing labels and invites
▷ Membership Coor. Elect	▷ _____
▷ Corresponding Secretary	
▷ Corr. Secretary Elect	
▷ Alumni Chair	
<u>Convention</u>	Action Items
▷ President	▷ Travel Plans Submitted
▷ Vice President	▷ _____
<u>Events</u>	Action Items
▷ Events	▷ Continue planning Engineering Futures
▷ Treasurer	▷ Finish planning General Body
▷ Editor	▷ Begin planning Initiation Kick-off
▷ Media	▷ Begin planning election event
▷ Media Elect	▷ _____
▷ Awards	
▷ Engineering Futures	
▷ Signage/Display Coordinator	

Tau Beta Pi Schedule Fall 2016			
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TAU BETA PI OFFICER MEETING

MINUTES

SEPTEMBER 2, 2016

9:30 P.M.

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(FIEDLER 1094)

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	Dr. Lisa Wilken	Advisor	lwilken@k-state.edu	
	Russell A Feldhausen	Advisor	russfeld@k-state.edu	

Agenda Topics

NEW ADVISER

DISCUSSION	The new advisor, Russell A Feldhausen, was introduced.
CONCLUSIONS	New advisor is pretty rad!

ENGINEERING FUTURES

DISCUSSION	Ryan is working on scheduling an engineering futures speaker for October 15 th . A room was found for engineering futures, 0093 in the basement of the engineering building; however an adviser will need to be present for this event.
CONCLUSIONS	An adviser will need to be found who is available for the event. Professor Feldhausen offered to help at this event.

POTENTIAL SERVICE PROJECT

DISCUSSION	There is new option for the candidates that cannot attend either of the previously scheduled community service projects. This option is distributing the undelivered pins which have been stored away throughout the years.
CONCLUSIONS	This option is available to those who cannot attend Adopt a Highway or KS Hill. If no candidates choose this option then it will be done by Tau Beta Pi officers.

CONCRETE

DISCUSSION	Concrete still needs to be ordered and the storage situation finalized	
CONCLUSIONS	Caroline Kabus will call the appropriate people as well as talk in person to the concrete sellers in person.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The appropriate individuals will be contacted	Caroline Kabus	September 3

TAU BETA PI FINANCES

DISCUSSION	One option for fundraising is to volunteer for the career fair.
CONCLUSIONS	A final decision was withheld until further information is attained.

POTENTIAL CANDIDATES

DISCUSSION	Reviewed the process status.
CONCLUSIONS	Everything is proceeding on schedule; the distribution of personal invitations has begun. Help is still needed to distribute many of the invitations. We will talk about it at the general body meeting on Sept. 6 th .



ESC REPRESENATION

DISCUSSION	A TBP representative is needed for Engineering Student Council meetings to insure we get funding from the college.
CONCLUSIONS	Ethan will act as our Engineering Student Council representative and will report back any important ESC items at our executive meetings and to our Treasurer, Jay.

Meeting ended at 10:07. - Keith Huddleston, Recording Secretary

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<u>Convention</u> ▷ President ▷ Vice President
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Wednesday, September 21	Career Fair Volunteering (ALL) Career Fair Lunch (Caroline + Ethan) Career Fair Banquet (Caroline + Fund + Damian)	Entire Day is Shot	ALL Caroline + Ethan Caroline + Fund + Damian
Friday, September 23	Week 5 Executive Meeting	9:30AM Edwards Conf. Room	
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TAU BETA PI OFFICER MEETING

MINUTES

SEPTEMBER 21, 2016

9:32 P.M.

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Russell A Feldhausen	Advisor	russfeld@k-state.edu		

Agenda Topics

PERSONAL MEETINGS/ INITIATION BANQUET

DISCUSSION	This coming Tuesday the personal meetings of all the initiates will be taking place. It's going to be great and there will be pizza. It is estimated to take roughly two hours. The possible locations of the initiation banquet was discussed.
CONCLUSIONS	There are a few files online covering how we are doing the personal meeting. If you have questions ask one of the exec officers who was at this meeting. Every officer is expected to come, if you cannot make it let Caroline know. No location for the initiation banquet has yet been decided.

COMMUNITY SERVICE

DISCUSSION	Supply update
CONCLUSIONS	Vests have been reserved for the highway cleanup. Supplies from previous years are still in the basement and the new storage room situation is getting finalized. The recently donated supplies are still at Meade lumber.

Committee breakdown at 10:01. - Keith Huddleston, Recording Secretary

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Mitchell Fowler	Corresponding Secretary	mfowler2014@ksu.edu	913.235.6180
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Trace Robertson	Membership Coordinator	tracer@ksu.edu	913.481.1485
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[TBD at December Elections]	Treasurer Elect		
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Asst. Dean Andrew D Fund	Adviser	andyfund@ksu.edu	785.532.5592 (office)
Dr. Lisa Wilken	Adviser	lwilken@ksu.edu	
Russell A Feldhausen	Adviser	russfeld@ksu.edu	

COMMITTEE TO-DO LIST

Committee	Community Service	Membership	Events
People	Vice President Vice President Elect Recording Secretary	Membership Coordinator Membership Coordinator Elect Corresponding Secretary Corresponding Secretary Elect Alumni Chair	Events Treasurer Media & Media Elect Awards Engineering Futures Signage Display Coordinator
To Do	-Get supplies for Adopt a Highway	-Fix faculty signature pages	-Create Slides for Sept 20 Mtg
	-gloves vests trashbags waterbottles	-Update whole signature book	Buy Cookies (RSSVP+20 people) for Sept mtg (3cookies/person?)
	-KS hill supplies, check current supplies	-Send rest of pamphlets	buy water for sept 20 mtg
	-Contact Wamego Transportation office for vests	-Send Report of Eligibility	Remove Den from OrgSync
	-Create document for adopt a highway how to		Add Russel A Feldhausen to OrgSync
			Draft/send email to Can Food Drive Faculty
			Pizza(papa John?)/drink for Oct 4
			Target-no bakery - 3.29/10cookies
			Walmart - 3.74/dozen - can put on trays
			Dillons - 8.99/50cookies - thinner but seeming good quality - unsure of tray
			Hyvee - 3.99/dozen --- possible deal - return call on Thursday



Tau Beta Pi Schedule Fall 2016

Date	Activity	Location and Time	Responsible Party
<i>Friday, August 26</i>	<i>Week 1 Executive Meeting Stuff Parent Envelopes</i>	<i>9:30AM Rathbone 1044</i>	Membership coordinator, Nathan + ALL
Friday, August 26	Engineering Student Organization Fair Hand out Pins and Certificates	1:00-4:00 p.m. Eng Hall Atrium	ALL (two volunteers)
Monday, August 29	Send 1st Letter to Parents Email 1st Letter to Students		Membership coordinator, Nathan
Thursday, September 1	Submit Convention Travel Plans	Online	Damian and Lucas
<i>Friday, September 2</i>	<i>Week 2 Executive Meeting Label and Distribute Invites</i>	<i>9:30AM Edwards Conf. Room</i>	
Tuesday, September 6	General Body Meeting Present new membership stats and advisers Social Hour Afterwards at Tanners	5:30PM Engineering Hall 0093	ALL
<i>Friday, September 9</i>	<i>Week 3 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
Due before September 16	Send Report of Eligibility		Mitchell
<i>Friday, September 16</i>	<i>Week 4 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
Tuesday, September 20	Initiation Kickoff meeting	5:30PM, Engineering Hall 0093	ALL
Wednesday, September 21	Career Fair Volunteering (ALL) Career Fair Lunch (Caroline + Dr. Dringenberg) Career Fair Banquet (Caroline + Fund + Damian)	Entire Day is Shot	ALL Caroline + Dr. Dringenberg Caroline + Fund + Damian
<i>Friday, September 23</i>	<i>Week 5 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
Tuesday, September 27	Prospective member personal meetings, and review	5:30pm-(8:30pm?) Engineering Hall 0093	ALL
Sunday, September 25	Engineering Futures	1:00PM-4:00PM, Room 0093	Ryan + ALL
<i>Friday, September 30</i>	<i>Week 6 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
Tuesday, October 4th	Prospective Member Orientation (Pizza/Signature Books)	5:30PM Engineering Hall 0093	ALL + Invite Faculty TBP Alumni
Thursday October 6th - Saturday October 8th	TBP National Conference	San Diego, CA	Damian and Lucas
<i>Friday, October 7</i>	<i>Week 7 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	Damian Lucas Caroline gone
<i>Friday, October 14</i>	<i>Week 8 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
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<i>Friday, October 28</i>	<i>Week 10 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
<i>Friday, November 4</i>	<i>Week 11 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
Sunday, November 6	KS Hill Service Project	?	ALL
<i>Friday, November 11</i>	<i>Week 12 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
November 14 - 18	Canned Food Drive		Ethan Awards Chair + ALL
<i>Friday, November 18</i>	<i>Week 13 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
Due before November 17 (two weeks before initiation)	Submit Election Report & Catalogue Card due date		Nathan, Mitchell + ALL
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Tuesday November 29	Initiation and Banquet	TBA 4:30PM-7PM	ALL
<i>Friday, December 2</i>	<i>Week 15 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
Tuesday, December 6th	Elections and Social	5:30 pm Location TBD?	ALL + Plus Initiates
<i>Friday, December 9</i>	<i>Week 16 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
Due before December 15 (two weeks after initiation)	Submit Final Action Report Submit Roll Book Signatures Submit Report of Officer Election Submit Fees		Mitchell + ALL



TAU BETA PI OFFICER MEETING

MINUTES

OCTOBER 14, 2016

9:30 P.M. EDWARDS CONFERENCE ROOM
(FIEDLER 1094)

ATTENDEES	Caroline Rose Kabus	President	ckabus@ksu.edu	785.215.7902
	Damian Anton Cyr	Vice President	dcyr@ksu.edu	785.275.2350
	Keith Daniel Huddleston	Recording Secretary	kdhuddle@k-state.edu	785.927.0265
	Mitchell Scott Fowler	Corresponding Secretary	mfwolwer2014@ksu.edu	913.235.6180
	Trace Robertson	Membership Coordinator	tracer@ksu.edu	913.481.1485
	Anna Kucera	Media Coordinator Elect	akucera@k-state.edu	913.568.3930
	Aaron Mason	Events Coordinator	amaaronmason@ksu.edu	620.755.4704
	Ryan Cooper	Engineering Futures	rcooper@k-state.edu	913.748.1509
	Ethan Mark Linden	Awards Chair	lindene@k-state.edu	620.282.3198
	Levi Hefner	Alumni Chair	levihefner@ksu.edu	785.953.0754
	Dr. Lisa Wilken	Advisor	lwilken@k-state.edu	
	Russell A Feldhausen	Advisor	russfeld@k-state.edu	

Agenda Topics

COMMUNITY SERVICE SUPPLIES

DISCUSSION	Everything other than gloves and water is ready for Adopt a Highway this Sunday. Concrete is now in the storage room. Only a few things need finalized for KS hill.
CONCLUSIONS	Someone will need to call the fire department for KS hill.

RECRUITING OF FACULTY MEMBERS

DISCUSSION	The idea came up to start recruiting faculty members to Tau Beta Pi.
CONCLUSIONS	A vote was taken to ask Dean Dawson to join, the yeses had it four to three. Also suggested but not voted on was to every year ask a few deserving faculty members to join Tau Beta Pi, and to treat this event as an honor as to make it more appealing.

CANNED FOOD DRIVE

DISCUSSION	We now have boxes ready for the canned food drive. A how-to document for this event does not exist as of yet and will need to be made.
CONCLUSIONS	The boxes will need to be labelled for the canned food drive so they are not mistakenly taken.

Meeting ended at 10:01. - Keith Huddleston, Recording Secretary

See following pages for:

- Updated schedule
- Semester committee Assignments

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<u>Community Service</u> ▷ Vice President ▷ Vice President Elect ▷ Recording Secretary
<u>Membership</u> ▷ Membership Coordinator ▷ Membership Coordinator Elect ▷ Corresponding Secretary ▷ Corr. Secretary Elect ▷ Alumni Chair
<u>Convention</u> ▷ President ▷ Vice President
<u>Events</u> ▷ Events ▷ Treasurer ▷ Editor ▷ Media ▷ Media Elect ▷ Awards ▷ Engineering Futures ▷ Signage/Display Coordinator

Tau Beta Pi Schedule Fall 2016			
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Due before December 15 (two weeks after initiation)	Submit Final Action Report Submit Roll Book Signatures Submit Report of Officer Election Submit Fees		Mitchell + ALL



TAU BETA PI OFFICER MEETING

MINUTES

OCTOBER 21, 2016

9:30 P.M. EDWARDS CONFERENCE ROOM
(FIEDLER 1094)

ATTENDEES	Caroline Rose Kabus	President	ckabus@ksu.edu	785.215.7902
	Damian Anton Cyr	Vice President	dcyr@ksu.edu	785.275.2350
	Keith Daniel Huddleston	Recording Secretary	kdhuddle@k-state.edu	785.927.0265
	Mitchell Scott Fowler	Corresponding Secretary	mfwolwer2014@ksu.edu	913.235.6180
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	Ethan Mark Linden	Awards Chair	lindene@k-state.edu	620.282.3198
	Dr. Emily Dringenberg	Advisor	dringenberg@ksu.edu	620.423.9072
	Dr. Lisa Wilken	Advisor	lwilken@k-state.edu	
	Russell A Feldhausen	Advisor	russfeld@k-state.edu	

Agenda Topics

COMMUNITY SERVICE

DISCUSSION	Damian contacted Carl who said fire department should be available for the KS hill. A vote was taken on whether Caroline should contact media outlets for this event. Adopt a Highway was a success.
CONCLUSIONS	The vote was in favor of contacting media outlets.

ADVISOR

DISCUSSION	The process of having Russell becoming an official advisor is underway, Mitchell contacted headquarters who said they would get around to doing it.
CONCLUSIONS	The process should be completed by November 1 st .

SIGNATURE BOOKS/PERSONAL MEETINGS

DISCUSSION	A small number of people still need some personal meetings. The signature books that were turned in were reviewed and processed.
CONCLUSIONS	All thirty two signature books passed review.

BENT SHINING PARTY

DISCUSSION	Damian brought back an idea from the national conference. Other chapters participate in a bent shining party for their new initiates.
CONCLUSIONS	We plan to have a bent shining party on November 1 st at 5:30pm in Seaton 142.

INITIATION AND BANQUET

DISCUSSION	Initiation will be from 5PM-7PM on Tuesday November 29 th . Set up will be at 4:30.
CONCLUSIONS	Caroline will contact speaker, contact Della Voce for catering and the Alumni Center for a space to eat. We are still trying to figure out where to hold initiation and ideas are welcome!

Meeting ended at 10:06. - Keith Huddleston, Recording Secretary

See following pages for:

- Updated schedule
- Semester committee Assignments

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<u>Events</u> ▷ Events

- ▷ Treasurer
- ▷ Editor
- ▷ Media
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Tau Beta Pi Schedule Fall 2016			
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Sunday October 16	Adopt-A-Highway Service Project	3:00PM-5:00PM	Damian and Committee + ALL
Friday, October 21	Week 9 Executive Meeting	9:30AM Edwards Conf. Room	
Friday, October 28	Week 10 Executive Meeting	9:30AM Edwards Conf. Room	
Tuesday, November 1st	Bent Shinning Event	5:30 PM Seaton 142	ALL
Friday, November 4	Week 11 Executive Meeting	9:30AM Edwards Conf. Room	
Sunday, November 6	KS Hill Service Project	2-4pm	ALL
Sunday, November 6th	Internal Deadline for Election Report	Initiates to submit catalog cards	
Friday, November 11	Week 12 Executive Meeting	9:30AM Edwards Conf. Room	
November 14 - 18	Canned Food Drive		Ethan Awards Chair + ALL
Friday, November 18	Week 13 Executive Meeting	9:30AM Edwards Conf. Room	
Due before November 17 (two weeks before initiation)	Submit Election Report & Catalogue Card due date		Nathan, Mitchell + ALL
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Friday, December 9	Week 16 Executive Meeting	9:30AM Edwards Conf. Room	
Due before December 15 (two weeks after initiation)	Submit Final Action Report Submit Roll Book Signatures Submit Report of Officer Election Submit Fees		Mitchell + ALL



TAU BETA PI OFFICER MEETING

MINUTES

OCTOBER 28, 2016

9:32 P.M. EDWARDS CONFERENCE ROOM
(FIEDLER 1094)

ATTENDEES	Damian Anton Cyr	Vice President	dcyr@ksu.edu	785.275.2350
	Keith Daniel Huddleston	Recording Secretary	kdhuddle@k-state.edu	785.927.0265
	Mitchell Scott Fowler	Corresponding Secretary	mfowler2014@ksu.edu	913.235.6180
	Trace Robertson	Membership Coordinator	tracer@ksu.edu	913.481.1485
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	Ryan Cooper	Engineering Futures	rcooper@k-state.edu	913.748.1509
	Ethan Mark Linden	Awards Chair	lindene@k-state.edu	620.282.3198
	Dr. Emily Dringenberg	Advisor	dringenberg@ksu.edu	620.423.9072
	Dr. Lisa Wilken	Advisor	lwilken@k-state.edu	

Agenda Topics

BENT SHINING PARTY/KS HILL

DISCUSSION	Damian will get supplies, these include, sandpaper, files, brasso, rags. 21 initiates have RSVP'd. 150, 300, 600 grit sand paper. Expected expenditure 20-30\$. Damian is waiting for a call back from the fire department
CONCLUSIONS	If you are going to attend please make sure to RSVP so that there is an accurate head count for food.

INITIATION/SIGNATURE BOOKS

DISCUSSION	The purple mask theatre has been reserved, 40\$/hour. The the alumni center will be used for the banquet 250\$. The keynote speaker has been contacted, we are waiting for a response. Our shaded lamps used for initiation need repaired/replaced.
CONCLUSIONS	The lamps will be brought to next officer meeting to be evaluated. One new signature book was turned in, which brings us up to 33 total new initiates.

CANNED FOOD DRIVE

DISCUSSION	Boxes were distributed for the canned food drive.
CONCLUSIONS	There is a preferred food list on the bread basket's home page, if you are donating you may want to take a look at that.

Meeting ended at 10:00. - Keith Huddleston, Recording Secretary

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- Updated schedule
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TAU BETA PI OFFICER MEETING

MINUTES

NOVEMBER 4, 2016

9:31 P.M. EDWARDS CONFERENCE ROOM
(FIEDLER 1094)

ATTENDEES	Caroline Kabus	President	ckabus@ksu.edu	785.215.7902
	Damian Anton Cyr	Vice President	dcyr@ksu.edu	785.275.2350
	Keith Daniel Huddleston	Recording Secretary	kdhuddle@k-state.edu	785.927.0265
	Mitchell Scott Fowler	Corresponding Secretary	mfwolwer2014@ksu.edu	913.235.6180
	Trace Robertson	Membership Coordinator	tracer@ksu.edu	913.481.1485
	Anna Kucera	Media Coordinator Elect	akucera@k-state.edu	913.568.3930
	Ryan Cooper	Engineering Futures	rcooper@k-state.edu	913.748.1509
	Ethan Mark Linden	Awards Chair	lindene@k-state.edu	620.282.3198
	Dr. Emily Dringenberg	Advisor	dringenberg@ksu.edu	620.423.9072
	Dr. Lisa Wilken	Advisor	lwilken@k-state.edu	

Agenda Topics

LAMPS

DISCUSSION	It was decided on that we will continue to use the lamps, and power strip, for future initiations.
CONCLUSIONS	We will need to acquire an extension cable for initiation. Also alterations will be made to the lamps, such as notching the base to increase stability.

CANNED FOOD DRIVE

DISCUSSION	The email for the canned food drive, written by Ethan, was reviewed. A vote was taken on whether or not to change the point system.
CONCLUSIONS	Slight revisions will be made to the email. The vote was in favor of changing the point system from a flat number of cans collected to cans per person collected.

KS HILL

DISCUSSION	Most everything is ready for this event.
CONCLUSIONS	Damian will finish getting everything ready for the event.

INITIATION/FUTURE INITIATES

DISCUSSION	The bents that will be polished have been distributed to all but six of the initiates. Next week we will review the email draft for initiation. Thirty three people will be initiated. A vote was taken on whether or not to start inviting grad students to join TBP.
CONCLUSIONS	The remaining bents will hopefully be distributed at the KS hill event. The vote passed in favor of, in the future, inviting grad students to join TBP.

Meeting ended at 10:19. - Keith Huddleston, Recording Secretary

See following pages for:

- Updated schedule
- Semester committee Assignments

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<u>Membership</u> ▷ Membership Coordinator ▷ Membership Coordinator Elect ▷ Corresponding Secretary ▷ Corr. Secretary Elect ▷ Alumni Chair
<u>Convention</u> ▷ President ▷ Vice President
<u>Events</u> ▷ Events ▷ Treasurer ▷ Editor ▷ Media ▷ Media Elect ▷ Awards ▷ Engineering Futures



▷ Signage/Display Coordinator

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	Submit Report of Officer Election Submit Fees	
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Treasurer's Report

(Future Treasurer's Reports will be submitted in a more professional format)

TRANSACTIONS						
Type	Date	Category	Description	Amount	Balance	Reconciled
Deposit	8/31/16	Dividends	Checking Account Share Dividend From K-State Federal Credit Union	\$ 0.24	\$ 2,672.12	✓
Check	9/6/16	Miscellaneous: General Events	#1015 General Body Meeting with Pizza	\$ (44.00)	\$ 2,628.12	✓
Check	9/18/16	Other	#1016 General odd charge from nationals	\$ (10.61)	\$ 2,617.51	✓
Check	9/18/16	Miscellaneous: Postage	#1014 To Division of Facilities for Postage	\$ (100.71)	\$ 2,516.80	✓
Deposit	9/30/16	Dividends	Checking Account Share Dividend From K-State Federal Credit Union	\$ 0.17	\$ 2,516.97	✓
Check	9/22/16	Initiation: Gen. Party	#1017 Cookies for Initiation Info Session	\$ (41.14)	\$ 2,475.83	
Check	9/29/16	Initiation: Gen. Party	#1018 Pizza For Initiate speed dating (to Jay)	\$ (198.94)	\$ 2,276.89	
Check	10/10/16	Initiation: Gen. Party	#1020 Cookies for Speed dating	\$ (17.97)	\$ 2,258.92	
Check	10/10/16	Eng. Futures: Pizza/Food	#1019 Cookies	\$ (13.02)	\$ 2,245.90	
Check	10/10/16	Miscellaneous: Postage	#1014 To Division of Facilities for Postage	\$ (0.54)	\$ 2,245.36	
Check	10/17/16	Other	#1025 General Treasurer Supplies	\$ (13.58)	\$ 2,231.78	
Check	10/17/16	KS-Hill: Supplies	#1024 Supplies for Highway Cleanup	\$ (65.93)	\$ 2,165.85	
Check	10/17/16	Adopt-A-Highway: Pizza	#1023 Pizza	\$ (98.82)	\$ 2,067.03	
Check	10/17/16	Initiation: Gen. Party	#1022 Signature Party Pizza	\$ (206.88)	\$ 1,860.15	
Check	10/28/16	Other	#1026 Account Move to Commerce Bank	\$ (500.00)	\$ 1,360.15	
Check	10/28/16	Other	#1026 Account Move to Commerce Bank	\$ 500.00	\$ 1,860.15	
Check	10/30/16	Initiation: Bents	#301 For Nationals 46 Key-shipping	\$ (10.76)	\$ 1,849.39	

(prepared by Jay)



TAU BETA PI OFFICER MEETING

MINUTES

NOVEMBER 11, 2016

9:33 P.M. EDWARDS CONFERENCE ROOM
(FIEDLER 1094)

ATTENDEES	Caroline Kabus	President	ckabus@ksu.edu	785.215.7902
	Damian Anton Cyr	Vice President	dcyr@ksu.edu	785.275.2350
	Keith Daniel Huddleston	Recording Secretary	kdhuddle@k-state.edu	785.927.0265
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	Dr. Emily Dringenberg	Advisor	dringenberg@ksu.edu	620.423.9072
	Dr. Lisa Wilken	Advisor	lwilken@k-state.edu	
	Russell A Feldhausen	Advisor	russfeld@ksu.edu	

Agenda Topics

ADVISOR STATUS

DISCUSSION	In the past Russell was not officially a Tau Beta Pi advisor.
CONCLUSIONS	Russell is now officially an advisor

BANQUET AND INITIATION

DISCUSSION	The firefighters and Meade Lumber, need to be invited to the banquet, and letters need to be sent to both parties. The speakers need to be finalized for the banquet. Some members will need to be at the Purple Mask Theatre early to set thing up. The food will be prepared same people as the last banquet. It is unsure whether we have to choose one salad.
CONCLUSIONS	The keynote speaker from Henderson is finalized. One of the other speakers will be Caroline, one other speaker still needs to be chosen. Per group discussion, Caroline will ask Dr. Lisa Wilken followed by Dean Craig Wanklyn, followed by Dr. Kevin Wanklyn if they would like to speak at the banquet representing the college of engineering. If we have to choose one salad the following option was decided, house salad.

OFFICER FILES

DISCUSSION	Some files need to be created, and others updated.
CONCLUSIONS	All officers should update their how-to files, if none exist officers should make one.

OFFICER VOTING SESSION

DISCUSSION	It was voted upon on whether or not to change the bylaws pertaining to the voting process. It was also discussed on what to do for this year's voting meeting.
CONCLUSIONS	It was passed the voting process will be slightly altered. Members will sign up online for officer positions in advance in order to promote people to run for positions. At the next officer meeting, it will be discussed on what to do for the officer voting process.

Meeting ended at 10:09. - Keith Huddleston, Recording Secretary

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TAU BETA PI OFFICER MEETING

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9:31 P.M. EDWARDS CONFERENCE ROOM
(FIEDLER 1094)

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Agenda Topics

NEW ELECTION PROCESS

DISCUSSION	It was decided that the nomination process will be changed.
CONCLUSIONS	Nominations will now be done online through orgsync, members can nominate themselves or can be nominated by someone else with their permission. There is one week between initiation and election.

ELECTION LOCATION

DISCUSSION	The location, and activities for the election meeting has yet to be decided.
CONCLUSIONS	The suggestions were as follows: Goose lounge, Billiard at the Union, Natatorium Pool party, Beach Art Museum. As it stands the Beach Art Museum is the likely candidate.

INITIATION

DISCUSSION	Everything is set up and ready.
CONCLUSIONS	The initiation is on Tuesday Nov 29.

Meeting ended at 9:56. - Keith Huddleston, Recording Secretary

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Friday, September 16	<i>Week 4 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
Tuesday, September 20	Initiation Kickoff meeting	5:30PM, Engineering Hall 0093	ALL
Wednesday, September 21	Career Fair Volunteering (ALL) Career Fair Lunch (Caroline + Dr. Dringenberg) Career Fair Banquet (Caroline + Fund + Damian)	Entire Day is Shot	ALL Caroline + Dr. Dringenberg Caroline + Fund + Damian
Friday, September 23	<i>Week 5 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
Sunday, September 25	Engineering Futures	1:00PM-4:00PM, Room 0093	Ryan + ALL
Tuesday, September 27	Prospective member personal meetings, and review	5:30pm-7:30pm Engineering Hall 0093	ALL
Friday, September 30	<i>Week 6 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
Tuesday, October 4th	Prospective Member Orientation (Pizza/Signature Books)	5:30PM Engineering Hall 0093	ALL + Invite Faculty TBP Alumni
Thursday October 6th - Saturday October 8th	TBP National Conference	San Diego, CA	Damian and Lucas
Friday, October 7	<i>Week 7 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	Damian Lucas Caroline gone
Friday, October 14	<i>Week 8 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
Sunday October 16	Adopt-A-Highway Service Project	3:00PM-5:00PM	Damian and Committee + ALL
Friday, October 21	<i>Week 9 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
Friday, October 28	<i>Week 10 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
Tuesday, November 1st	Bent Shinning Event	5:30 PM Seaton 142	ALL
Friday, November 4	<i>Week 11 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
Sunday, November 6	KS Hill Service Project	2-4pm	ALL
Sunday, November 6th	Internal Deadline for Election Report	Initiates to submit catalog cards	
Friday, November 11	<i>Week 12 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
November 14 - 18	Canned Food Drive		Ethan Awards Chair + ALL
Friday, November 18	<i>Week 13 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
Due before November 17 (two weeks before initiation)	Submit Election Report & Catalogue Card due date		Nathan, Mitchell + ALL
Friday, November 25	<i>Week 14 [MEETING CANCELED]</i>	<i>9:30AM Edwards Conf. Room</i>	
Tuesday November 29	Initiation and Banquet	TBA 4:30PM-7PM	ALL
Friday, December 2	<i>Week 15 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
Tuesday, December 6th	Elections and Social	5:30 pm Location TBD?	ALL + Plus Initiates
Friday, December 9	<i>Week 16 Executive Meeting</i>	<i>9:30AM Edwards Conf. Room</i>	
Due before December 15 (two weeks after initiation)	Submit Final Action Report Submit Roll Book Signatures Submit Report of Officer Election Submit Fees		Mitchell + ALL

TBP Meeting Minutes 1/23/2017

General body meeting

-pi day

-graduating things

-food?

-Feb 9, 7 PM

-Rooms: 0093 or 1066

Initiation Kickoff

-business casual

-cookies?

-Feb 16, 6:00PM

Personal Meetings

-speed dating format

-Feb 23, 6:00PM-9:00PM

-Food provided

-business casual

Orientation

-March 2nd, 5:30PM

-casual

-food provided

-highlight service projects

-invite faculty

Service Projects

-give bent

-February 26, 2PM KS Hill

-March 11, 1PM Highway

Initiation

-April 4

General Ideas

-museum or concerts as optional activities for all members

-challenge course

-escape from room

Bank Issues